

Topeka Genealogical Society Policies and Procedures

Reference of Bylaws, Article VII, Section 1 & 2 and Article IX, Section 1

Membership Chair

Purpose

Perform duties of Membership Committee Chair

Scope

Oversee and coordinate membership in the Society

Duties

1. Oversee and manage membership records of the Society
2. Oversee and carry out a program to welcome and orient new members
3. Serve as a liaison between members and the Society and committee members
4. Review and make recommendations related to benefits of membership
5. Make recommendations related to member recruitment
6. Oversee publication and distribution of the Newsletter and Quarterly
7. Develop a membership recruitment strategy and plan
8. Acknowledge donations over \$10, received through membership renewal, with thank you letters
9. Provide support in Society activities as needed, or as directed by the Board of Directors and attend Board of Director monthly meetings.

This policy was approved by the TGS Board of Directors on February 9, 2017
Amended 5/11/17